**25** MAY 1976

STATINTL

NOTE FOR:

SUBJECT: Official Luncheons to be Hosted by Mr. Bush

1. Upon receipt of Mr. Bush's 'OK', I endeavored to schedule the luncheons as Mr. Blake had so indicated in his note to you of 20 May. Unfortunately, there were too many conflicts with other calendars and I had to do some juggling. Since Director Kelley will be out of town until the week of 14 June, and in coordination with Mr. Bush's calendar, have scheduled the luncheon for Director Kelley for:

Date

Tuesday, 15 June 1976

Time

12:30

P1ace

: DCI Dining Room

Attendees: Director Kelly and 3 Guests of His Choosing

(Mrs. Metcal will let us know who they

will be)

Mr. Bush

Mr. Knocke

Mr. Blake

Mr. Wells

Mr/Gambino

Mr.

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Date

Tuesday, 2 June 1976

Time

1200 Noon

P1ace

: DCI Dining Room

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Attendees:

Mr. Bush Mr. Knoche

Mr. Blake Mr.

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Mr. Mike Malanick, Associate DDA

Mr. Harry Fitzwater, Director of Training

Miss

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- 2. Have made the necessary changes and confirmed with the use of the Director's Dining Room for the dates indicated above. Also will take care of arrangements for the representatives to be brought into the DCI garage and escorted to the Dining Room. As soon as I hear from Mrs. Metcalf, will advise the names of the three additional Bureau representatives. Imagine, however, they will be the same individuals who were in attendance when Director Kelley hosted a similar lunch at the Bureau.
- 3. Jennifer, the above for your and Mr. Bush's calendars. Should you need any additional info, please give me a call.

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DDA Remarks: 'Thanks. Might be in order to drop a preliminary alert to the other Directorates, and also give them their names. /s/Jack Blake."

Distribution:

Original - DD/OP w/Orig of Att (DDA 76-2708, Memo to DDA fr DD/OP, dtd 28 May 76'
Subject: Re-employed Annuitants w/Att

1 - DDA Subject w/atts

1 - DDA Chrono w/o Atts

1 - JFB Chrono w/o Atts

DDA: JFBlake:der (9 June 1976)

# ADMINISTRATIVE - INTERNAL USE TYLY Approved For Release 2001/07/16 : CIA-RDP79-00498A000300010011-5

DDA 76-2197

17 May 1976

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Executive Registry	
7/ -11.2/3	

MEMORANDUM FOR: See Distribution

FROM : George Bush

Director of Central Intelligence

SUBJECT : Official Reception and Representation

Expenses at Headquarters and

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REFERENCE

Memo for Multiple Adses. from DCI, dtd 1 April 1976; Subj: Official Reception

and Representation Expenses at Headquarters

1. In view of the authorization contained in the FY 1976 budget appropriation, the referent is rescinded and the following policy pertaining to the expenditure of U.S. Government funds for official reception and representation purposes at Headquarters and substituted therefor:

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- a. Appropriated funds may be used for official reception and representation expenses, including the expenses of cooperating U.S. Government officials at meetings concerned with the official functions of the Central Intelligence Agency. Agency employees in attendance at such meetings will normally be expected to pay for meals served to them. When a Deputy Director determines that this would be inappropriate and that the employees should be reimbursed for expenses incident to their attendance, the reason therefor must be stated on the voucher.
- b. A Deputy Director or Independent Office Head is authorized to certify claims for reimbursement of expenses incurred for official reception and representation purposes and to submit these claims (in the format attached) to the Executive Secretary who is designated the single senior official who may approve the vouchers for payment or reimbursement. Since the burden should be a limited one, these responsibilities will be exercised without further delegation.

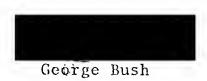
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- c. As a general policy the payment of expenses incurred for reception and representation purposes at functions attended solely by individuals whose services are funded by the Central Intelligence Agency, or by one of its proprietary organizations or for whose services the CIA reimburses another agency, will not be authorized. There may, however, in the view of a Deputy Director or an Independent Office Head, be unusual circumstances justifying an exception. Such an exception shall require the prior approval of the Director.
- d. Due to a specific limitation on the total amount of money authorized for "official reception and representation expenses," funds for these purposes are included in the O/DCI budget and all such expenditures will be costed to the DCI Imprest Fund.
- 2. The foregoing policy and procedures do not apply to representation expenses incurred at overseas field stations for operational purposes involving non U.S. Government employees. Existing authorities governing these kinds of activities have not been modified.
- 3. Funds appropriated for the purpose of reception and representation expenses are limited. It is expected that Deputy Directors and Heads of Independent Offices will scrutinize each request to assure that the need for incurring such an expense is justified and that a benefit to the U.S. Government is derived.

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#### Attachments

- A. Memorandum Format
- B. Voucher Format

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#### DIRECTOR'S DINING ROOM

# Date 2 2 Jun 74

ITEM N	o. ITEM	PRICE
20	Chicken Breast	\$3.00
21	Cornish Hen	\$3.00
☑ 22	Lamb Chons X 11	\$3.60
	Veal Chops (39.60)	\$3.60
24	Steak - Delmonico	\$3.60
<u> </u>	Veal Cordon Bleu	\$3.90
□ 26	Filet Mignon	\$4.50
<u> </u>	Chicken Cordon Bleu	\$3.25
28	Misc.	
□ 40	Sherry	\$ .75
□ 41	Dubonnet X 2 10.50	\$ .75
□ 42	Sherry Dubonnet X 2 Cocktail X 9 10.50	\$1.00
□ 43	Vermouth	\$ 50

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Membership Acct. # \_\_\_\_\_\_ SIG

Room No.

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